

To All Tenants Staying:

1. You will be paying the full month of rent for June and your last month's rent will be held for next June when you move out.
2. Please email us a list of the people staying and the people moving out June 15th. Please let us know in writing if you have made other arrangements with people moving out and new people moving in if it is different from the lease dates.
3. All new people will move in June 16th unless tenants have made agreements otherwise but the full month of June rent needs to be covered between the tenants staying paying a full month, the tenants leaving June 1-15 will be taken out of their deposit and the new tenants will pay June 16-30.
4. All new Tenants moving in for new lease term should have paid their new deposit and sent in their application online and signed the lease via ESIGN through your portal.
5. All tenants staying need to approve new additions (by sending management an email) to the lease if you haven't done so.
6. If you wish to have any cleaning done please email us a day that works to schedule the cleaners. (This is a tenant charge keep in mind)
7. Your charges incurred during the current lease term are listed on your tenant portal. These will be due by June 15th if you are staying. If you are one of the tenants moving out it will be deducted from your deposit refund. These charges are usually divided equally unless someone takes full responsibility for the charge.

All payments and paperwork that are outstanding and still due will be emailed to your group as notification to get taken care of as well as showing in your portal.

If you have any further questions please email us.

Thank you,

Harwin Management Co.